

Nine Secrets of Successful Proposals

The March/April 2000 edition of Foundation News and Commentary features *The Inner Secrets of Successful Proposals*, an article written by Linda A. Long, a free lance writer. The article gives tips on writing a successful proposal based on information Ms Long gained through conversations with the funders themselves. (The article is no longer available online.)

Following are some tips to keep in mind during the grant-writing process:

- 1. Research before beginning!** Do not submit a proposal to any foundation or funding agent without first verifying that your project fits within the funder's guidelines.
- 2. Read the grant guidelines!** Many foundations have detailed guidelines available to grant-writers. These guidelines are made available so that proposals submitted to them will meet their funding initiatives. Applications that carefully follow the published guidelines allow them to easily determine if your project is one that matches their interests.
- 3. Be concise!** Put yourself in the place of the foundation's proposal reader. They receive and must review hundreds of proposals. The more easily and quickly they can determine if your project meets their objectives, the happier they are going to be.
- 4. Clarity is important!** Keep in mind that acronyms and terms specific to your profession may mean nothing - or may mean something different - to the foundation. Write your proposal as if you are communicating with someone who is not an educator and knows nothing about the field.
- 5. Proofreading is imperative!** Have someone who was not involved in the writing process proofread your proposal before it is submitted. Typos, poor grammar, and other errors that are easy for a separate set of eyes to recognize are easy to overlook in your own work. Submitting a proposal with such errors, however, gives the impression that you either don't know better or are willing to submit shoddy work.
- 6. Collaboration is vital!** Foundations often prefer to fund projects that have the greatest impact for the community and that are non-duplicative in nature.
- 7. Realistic budgets are a must!** Research your budget needs carefully before submitting your proposal. Do not ask for more - or less - than you feasibly need to ensure your project's success.
- 8. Don't forget the evaluation component!** Your proposal should include methods for evaluating the effectiveness of your project. Evaluation is a necessary component of all projects - without it you will not know if your project is progressing as it should.
- 9. Address project sustainability!** Foundations and governmental agencies want to know that, if your project is successful, it will be continued even after their financial support has ended.

TCCY Grant Contacts

For more information about federal formula grants, contact:

Zanira Whitfield
Tennessee Commission on Children and Youth
Andrew Johnson Tower, 9th Floor
710 James Robertson Parkway
Nashville, TN 37243-0800
(615) 741-2633
Zanira.Whitfield@tn.gov

A list of currently funded Juvenile Accountability Block Grant programs is available. For more information about Juvenile Accountability Block Grant (JABG) funds, contact:

Philip McKenzie
Tennessee Commission on Children and Youth
Andrew Johnson Tower, 9th Floor
710 James Robertson Parkway
Nashville, TN 37243-0800
(615) 741-2633 or 532-1594
philip.mckenzie@tn.gov

A list of currently funded Enforcing Underage Drinking Laws is available. For more information about Enforcing Underage Drinking Laws funds, contact:

Vicki Taylor
Tennessee Commission on Children and Youth
Andrew Johnson Tower, 9th Floor
710 James Robertson Parkway
Nashville, TN 37243-0800
(615) 741-2633 or 532-8709
vicki.taylor@tn.gov

TCCY WEBSITE: www.tn.gov/tccy and then click on Grant Funding Link

Tennessee Commission on Children and Youth Title VI Self-Survey

Please mark (X) on type of funding: AF ☐ Title V ☐ ABCG
CDDL ☐ CASA ☐ S/RA ☐

Survey Date: ____/____/____

Implementing Agency	Street Address	City	County	Zip Code
Head of Agency	Title	TCCY Monitor	Title	
1) Is this a minority owned agency? YES ____ NO ____	2) Is this a minority-managed agency? YES ____ NO ____		Does this agency serve primarily minority youth? If not, what percent of minority do you service? YES ____ NO ____	
4) What is the racial composition of the Advisory Group or Governing Board? (No percents use whole numbers only)				
Total ____ Caucasian ____ African American ____ Hispanic ____ Multi-racial ____ Other ____				
5) If no minority persons are on the Advisory Group or Board and if minorities represent at least 5% of the population in the geographic service area, what steps will be taken to obtain minority representation on the Advisory Group or Board? _____				
6) Does your agency have a written policy stating that services will be provided to all persons without regard to race, color, national origin, sex, religion, age, or disability? YES ____ NO ____ If yes, attach a copy!				
7) Are notices of non-discrimination posted in conspicuous places, available to all staff and clients? YES ____ NO ____				
8) Do you have a Title VI poster and brochure from TCCY? YES ____ NO ____		9) Do your Title VI posters show the name of the TCCY Monitor to whom complaints should be referred? YES ____ NO ____		
10) Are permanent records kept of all Title VI complaints? YES ____ NO ____	11) Does the grantee have an Affirmative Action Plan? YES ____ NO ____		12) Is there a 504 Self Evaluation on file? YES ____ NO ____	
13) Does your agency have policies and procedures relevant to all Civil Rights laws, such as, Title VI & Title VII of the Civil Rights Acts of 1964, Rehabilitation Act of 1973, Age Discrimination Act of 1975, American Disabilities Act, and Tennessee Public Chapter 502? YES ____ NO ____				

Tennessee Commission on Children and Youth Title VI Self-Survey

Please mark (x) on type of funding: FF ____ Title V ____ JABG ____
EUDL ____ CASA ____ SS/RA ____

Survey Date: ____/____/____

14) Is Title VI information disseminated to your employees and your clients/applicants?

YES ____ NO ____ If yes, how are employees informed?

How are clients/applicants informed?

15) Are staff members periodically re-oriented or refreshed on information detailing their Title VI responsibilities?

YES ____ NO ____ If yes, state by whom and how often?

16) Are all physical areas (exits, waiting rooms, restrooms, etc.) provided and used without regard to race, color, national origin, sex, religion, age, or disability of clients? YES ____ NO ____

17) Does the agency disseminate information concerning the program and services in a manner to effectively reach minority communities? YES ____ NO ____

18) Please indicate as of this date the racial composition of children/youth served by your program or agency.

(No percents use whole numbers only)

# Caucasian ____	# Hispanic ____	# Other ____
# African American ____	# Asian ____	# Multi-racial ____ Total ____

19) Please indicate as of this date the racial composition of staff/employees, excluding the Advisory Group or Board covered by the previous question, serving children and youth in your program or agency.

(No percents use whole numbers only)

# Caucasian ____	# Hispanic ____	# Other ____
# African American ____	# Asian ____	# Multi-racial ____ Total ____

20) Please indicate as of this date the racial composition of volunteers your program or agency has.

(No percents use whole numbers only)

# Caucasian ____	# Hispanic ____	# Other ____
# African American ____	# Asian ____	# Multi-racial ____ Total ____

21) How does your program or agency affect minorities or females?

22) When did you last conduct civil rights training for your staff?

Date: ____/____/____

**Tennessee Commission on Children and Youth
Title VI Self-Survey**

Please mark (x) on type of funding: FF ☐ Title V ☐ JABG
EUDL ☐ CASA ☐ SS/RA

Survey Date: ____/____/____

23) Has there been any client grievances filed against your agency? YES ☐ NO ☐
If yes, how many? ____ What were the nature of the grievances, dates, and other pertinent information?

24) Is there a particular Title VI area in which you would like assistance? Please Describe:

I declare that I have reviewed and approved the information provided in this Self-Survey and to the best of my knowledge and belief, it is true, correct, and complete.

Signature:

Date:

Telephone number: () -

Email Address:

IMPORTANT!! This Self-Survey must be submitted to the TCCY Central Office in Nashville annually within 90 days of receiving funding from TCCY.

Face Sheet

Tennessee Commission on Children and Youth
Andrew Johnson Tower, Ninth Floor
710 James Robertson Parkway
Nashville, TN 37243

JUVENILE JUSTICE AND DELINQUENCY PREVENTION A FEDERAL FORMULA GRANT APPLICATION

Page 1 of 2

Date received (TCCY use only)

Application No. (TCCY use or)

CFFG 46-09

1. Applicant (name, address, phone #) Knox County Government 400 Main Street Knoxville, TN 37902 865-215-2005 E-mail: lchambers@pdknox.org	4. Implementing agency (name, address, phone #) Knox Cty Public Defender Community Law Office ("CLO") 1101 Liberty Street Knoxville, TN 37919 E-mail: lchambers@pdknox.org	6. Program category <input type="checkbox"/> Alternatives to Detention <input checked="" type="checkbox"/> Delinquency Prevention
2. Head of Applying agency name/title Michael R. Ragsdale Knox County Mayor	5. Project Director (name, address, phone #) Laura Chambers 1101 Liberty Street Knoxville, TN 37919 865-594-3024 E-mail: lchambers@pdknox.org	7. Type of application <input type="checkbox"/> Initial <input type="checkbox"/> 2 nd Yr continuation <input checked="" type="checkbox"/> 3 rd Yr continua Previous grant number Z09-213552-00
3. Financial officer (name, phone #) John Troyer 865-215-2005		8. Total number of pages in application 31
9. Project Title: Knox County Public Defender's CLO Cooperative Mentoring Partnership		

10. Brief project summary: (Do not attach additional pages.) Total number of children to be served: 90
The CLO's Cooperative Mentoring Partnership will reduce delinquency by providing group-based programming to at-risk youth during after-school and summer hours; coordinating preventive services in cooperation with other agencies; and by partnering with other agencies to connect youth with individual mentors.

11. Total number of employees in implementing agency: 50 Does your agency have an EEO Plan? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Does your agency have written policies and procedures for employees? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	12. Applicant's Federal Identification Number: 62-6007979
--	--

3. Proposed project budget summary Must be consistent with Detailed Budget)	Requested Amount	Approved Amount (for TCCY use only)
a. Personnel:		
1. Salaries	\$11,538.00	
2. Fringe Benefits	\$ 3,462.00	
b. Equipment		
c. Travel		
d. Training		
e. Consultants & Contracted Providers		
f. Supplies and Operations		
g. Communications		
BUDGET TOTALS	\$15,000.00	

4. The undersigned authorized representative of the applicant; do submit this application on behalf of the applicant. If awarded a grant to implement the provisions herein, I do certify that all applicable Federal and state laws, rules, and regulations applicable thereto will be followed.

Michael R. Ragsdale 5/16/09
Applicant signature and date

Mark Hight 5/17/09
Endorsed by head of implementing agency: signature and date

Knox County Mayor (Title) Sixth Judicial District Public Defender (Title)
Submit one copy of complete application with original signatures and 14 copies (15 total).

TABLE OF CONTENTS

Face Sheet.....	1
Table of Contents.....	2
Detailed Budget.....	3
Budget Narrative.....	4
Project Narrative:	
A. Background/Need.....	5
B. Project Implementation.....	7
C. Project Evaluation.....	13
D. Project Personnel.....	14
E. Past Accomplishments.....	15
F. Future Funding Strategies.....	16
Support Letter from Juvenile Court Judge.....	17
Performance Measures.....	18
Evaluation Instruments.....	20
Diplomas of Program Personnel.....	23
Organizational Chart.....	24
Program Accountability Report (PAR).....	25
Knox County, Tennessee Balance Sheet.....	26
Certifications.....	28
Assurances.....	30
Certified Assurances.....	31

*Evaluation instruments included are CLO forms. Due to copyright protections, other assessments have not been reproduced.

DETAILED BUDGET

BUDGET CATEGORY	Requested Federal Amount	Approved Amount (TCCY use only)
A. PERSONNEL: (Included title, annual salary, and % time devoted to project.)		
1. Salaries		
Youth Counselor	\$11,538.00	
2. Fringe Benefits (Itemize fringe benefits and costs.)		
Youth Counselor	\$3,462.00	
Sub-total	\$15,000.00	
B. EQUIPMENT: (Itemize with each unit cost.)		
Sub-total		
C. TRAVEL: (Itemize travel expenses – local and out-of-state.)		
Sub-total		
D. TRAINING: (Include tuition, registration, materials, etc.)		
Sub-total		
E. CONSULTANTS AND CONTRACTED PROVIDERS: (List by name, type of services provided, fee, and other expenses per engagement.)		
Sub-total		
F. SUPPLIES AND OPERATIONS: (List all items within this category by major type – supplies, utilities, etc.)		
Sub-total		
G. COMMUNICATIONS: (List all items within this category by major type – telephone, cell phone, Internet, pager, postage, etc.)		
Sub-total		
H. BUDGET TOTALS	\$15,000.00	

**KNOX COUNTY PUBLIC DEFENDER'S COMMUNITY LAW OFFICE (CLO)
COOPERATIVE MENTORING PARTNERSHIP
BUDGET NARRATIVE**

SALARIES:

\$11,538

Youth Counselor (1 fte, 40% of time dedicated to this project) will coordinate all program activities; provide direct services to youth, including assessment, care management, interaction with Knox County Juvenile Court, oversight and facilitation of group-based services; oversight of care management provided by other CLO staff/interns. TCCY guidelines stipulate that the maximum amount that a grantee can request for Year 3 funding is 50% of its original grant. In year 1 of the formula grant, TCCY granted the CLO \$30,000. As such, this year the CLO is requesting \$15,000 from TCCY's Federal Formula Grant ("FFG") to fund a portion of the Youth Counselor's salary and benefits. The Youth Counselor's salary is \$43,709, and 40% of this position is dedicated to the grant. However, the salary and benefits for 40% of the Youth Counselor's time (\$17,483 in salary + \$5245 in benefits = \$22,728) exceeds the maximum allowable amount that the CLO can request from TCCY. As such, the CLO is requesting a portion --\$11,538 in salary plus \$3,462 in benefits for a total of \$15,000. The remaining amount will be funded by the CLO, allowing us to stay within TCCY's budgetary guidelines

FRINGE BENEFITS

\$3,462

Fringe benefits requested are \$3,462, or 30% of \$11,538. Remaining fringe benefits will be paid by the CLO. Fringe benefits include: Social Security, Medicare, Workers Comp, Health Insurance (\$9,300 per employee annually), Retirement (0.06%), Life Insurance (\$155 per employee annually).

PROJECT TOTAL REQUESTED

\$15,000

Youth to be Served = 90

Cost to TCCY Per Participant = \$ 167

The cost per client is less than \$1.00 per day. The cost per day of the project for the targeted number of youth is less than that incurred for one youth at the Richard L. Bean Juvenile Detention Center, which costs \$120 per child per day. Additional costs incurred by the program will include printing costs of case documentation, TCCY reports, life skills curricula, pamphlets and program handouts for parents and community partners; travel to training and program sites; participant incentives for program participation, copies of books for Reading Workshop; and snacks for each of our after school, group-based activities.

Project Narrative

A. Background/Need

Between 1985 and 2002, the overall volume of delinquency cases handled by U.S. Juvenile Courts increased 41%, and the number of cases in which youth were adjudicated delinquent rose by 85% (Snyder and Sickmund. 2006. *Juvenile Offenders and Victims: 2006 National Report*). Tennessee experienced an increase in the number of Juvenile Court referrals between 1999 and 2003 (2005 KIDS COUNT Data Book). During that year, there were a total of 71,311 Juvenile Court referrals. That number increased all but one year between 1999 and 2003. It reached its highpoint of 84,059 during 2003. The number decreased to 78,975 in 2004 but went back up to 83,171 in 2005 (2006 KIDS COUNT Data Book).

Reflecting state trends, Knox County has experienced a high volume of referrals to juvenile court in recent years. In 2004 Knox County had the third highest number of juvenile referrals in the state of Tennessee (Knoxville Leadership Foundation, Community Assessment 2007, www.klf.org). From 2005 to 2006, delinquent referrals to Juvenile Court in Knox County increased by more than 14%, with 3,848 delinquency referrals altogether (Knox County Juvenile Court Annual Report 2006). While that number decreased slightly, by 3%, during 2007, for a total of 3,730, the number of status referrals increased, with 968 made during 2007. (Knox County Juvenile Court Annual Report 2007). The significant link between the commission of status offenses and future delinquent behavior is well documented. (Gorod. 2000. *The Significance of Risk: An Examination of Deprivation and Delinquency in the Lives of Status Offenders*). Fortunately, the number of delinquency referrals decreased slightly again in 2008; although the decrease was small as in 2007.

By providing enrichment activities during after-school and summer hours, connecting youth with caring adults, and coordinating preventive services in partnership with community agencies, the Knox County Public Defender's Community Law Office (CLO) COOPERATIVE MENTORING PARTNERSHIP will further decrease the incidence of juvenile delinquency in Knox County, Tennessee. Children experiencing poverty can be as much as six times more likely to be delinquent and three times more likely to be arrested as adults (U.S. Department of Health and Human Services, CDF *State of America's Child* © 2005), and research indicates that juvenile crime peaks during

the hours at the end of the school day and during the summer when fewer adults in the community are available for supervision. (Snyder and Sickmund, 2006). With Communication Through Art, Education Through Experience, Reading Workshops and Summer at the CLO, the Cooperative Mentoring Partnership provides ongoing enrichment opportunities for young people during this risky out-of-school time. The CLO partners with several programs serving at-risk youth and engages in direct outreach to the community adjoining the CLO to ensure that youth from this high-poverty neighborhood continue to take advantage of these positive activities in order to avoid negative, destructive behavior and referrals to juvenile court.

Research also documents that diminished adult involvement in a child's life increases a child's risk for involvement with the justice system. (Steinberg, 1987. Single parents, stepparents, and the susceptibility of adolescents to antisocial peer pressure. *Child Development Issue 58*). In fact, 70 percent of children who have an incarcerated parent will themselves at some point be incarcerated (U.S. Senate Report 06-404. September 8, 2000). There is also a consistent relationship between associating with delinquent peers and delinquent behaviors (Shader, 2003). With these facts in mind, the CLO's Cooperative Mentoring Partnership works to connect at-risk, impoverished youth with caring adults and positive peer role models by offering group-based mentors in the context of its enrichment programs and by connecting young people with individual mentors .

Finally, statistics documenting the disproportionate number of juveniles in detention with mental health and/or substance addiction issues indicate that there is a connection between lack of preventive services and juvenile delinquency. In fact 66% of males and 75% of females detained in the juvenile justice system meet diagnostic criteria for one or more psychiatric disorders and are markedly more at risk of co-occurring substance abuse disorders (Tepline et al, 2006, *Psychiatric Disorders of Youth in Detention*). In a "one day count" of youth in Tennessee juvenile justice facilities, 53% were experiencing mental health problems, 42% had known substance abuse issues, and over 30% had co-occurring mental health and substance abuse issues (Barnes et al., 2004, *Tennessee's Youth in Juvenile Justice Facilities: Mental Health and Substance Abuse Issues*). The CLO's Cooperative Mentoring Partnership will utilize research-based assessments to identify juveniles involved with the

juvenile court system with unmet mental health and substance abuse needs and will partner with community-based agencies to coordinate an array of preventive services.

The COOPERATIVE MENTORING PARTNERSHIP is a juvenile delinquency prevention initiative which addresses all four mandates of the JJDP Act's comprehensive and coordinated system of services. The CLO's focus mirrors TCCY's goal of "improving services for and protecting the rights of youth affected by the juvenile justice system" in order "to prevent delinquency and to improve the juvenile justice system." The Youth Counselor works directly with CLO attorneys to resolve juveniles' matters in a manner that protects their rights and provides services to address underlying issues. CLO systems advocacy orchestrates collaborative efforts that focus on improving the services available to youth in the community, and the CLO helps to improve outcomes for at-risk youth by providing a series of educational and emotionally supportive group-based mentoring activities.

B. Project Implementation

The COOPERATIVE MENTORING PARTNERSHIP targets impoverished children and youth in Knox County. The project reaches out directly to indigent youth represented by the CLO who are charged with status and unruly offenses or who have engaged in behavior that indicates they are at risk of delinquency as well as their siblings; to children of indigent adults represented by CLO criminal defense attorneys; and to children and youth living in the high-poverty neighborhood in which the CLO is located. The project will also take referrals from partnering community agencies that serve indigent children and youth in Knox County. Altogether, the Cooperative Mentoring Partnership will serve 90 children and youth—with goals of serving 65 children and youth through its group-based enrichment and mentoring programs and 25 children in its provision of preventive services and its individual mentoring program.

Minority responsive programming is an integral part of the COOPERATIVE MENTORING PARTNERSHIP. Particular consideration is given to the race and ethnicity of the children during the process of matching at risk youth with one-to-one mentors. CLO group-based services include culturally focused programming for minorities, encouraging expression of differing cultures and acceptance of those differences by all participants. *Communication Through Art* specifically promotes exposure to diverse cultures. It introduces at-risk youth to

Appalachian story-telling traditions, West African music making, and South American crafts. Books for use in *Reading Workshop* are selected based on lifestyles and issues to which minority youth can relate.

Attention to gender-specific issues is essential to the Cooperative Mentoring Partnership. Mentoring matches are made with respect to gender, and female youth who receive one-on-one mentoring will only be matched with female mentors. Services coordinated for at-risk youth identified through the court systems prioritize connection of females with programs specializing in their unique needs. Our collaborative partner network includes agents specializing in individual and intensive outpatient therapy for females. CLO group-based services also provide specific learning for females. The Reading Workshop, for example, specifically target females and explores how popular culture affects them. Participants examine how advertising, literature, and other media mislead and label females and change the way they view themselves. The program encourages youth to explore the myth of female roles and how girls tap into their individual gifts and talents.

Weekly staff meetings provide ongoing opportunities for training and discussion in cultural competency related to the clients that the CLO serves. The meetings are attended by all CLO social workers and social work interns, including the Youth Counselor. They are facilitated by Roger Nooe, L.C.S.W., PhD, who supervises the CLO's Social Services Department. Dr. Nooe is professor emeritus at the University of Tennessee's College of Social Work, having taught at the college for more than 30 years. He has conducted extensive research regarding treatment and provision of services to the indigent. Cultural competency is also addressed in orientation training for new individual mentors. The CLO's COOPERATIVE MENTORING PARTNERSHIP will decrease the incidence of juvenile delinquency in Knox County, TN through the performance of the following objectives:

1. Provide a series of after-school and summer, group-based enrichment/mentoring activities for 65 youth between 10/1/09 and 9/30/10, with at least 80% of those participating demonstrating measurable positive changes, including avoiding delinquent adjudication;

- II. Using research-based assessments, identify 25 juveniles, at-risk of delinquency and/or charged with status offenses, who have mental health and/or substance abuse issues and coordinate preventive services for them between 10/1/09 and 9/30/10, with at least 80% of those participating demonstrating measurable positive changes, including avoiding delinquent adjudication;
- III. In collaboration with community partners, connect at-risk youth with one-on-one mentors and support the individual relationships which have developed as a result of the project's work in Years 1 and 2 of the FFG, with the aim of supporting 25 mentor/mentee matches (including but not limited to youth in Objectives 1 and 2) by the end of Year 3 of the FFG.

Group-based enrichment and mentoring activities

The Cooperative Mentoring Partnership will provide after-school enrichment activities on a rotating basis during the school year and a series of enrichment during the summer. These activities include the following:

Communication Through Art: exposes youth to a variety of art forms through workshops, artist lectures, hands-on experience and performances; designed to deter negative behavior by providing opportunities for youth to channel their talents and interest in a positive means of communication;

Education Through Experience: a life skills training program that helps youth build skills to avoid situations that lead to crime and to take control of risk factors that contribute to criminal activity;

Reading Workshop: provides opportunities to gain insight from literature through reading and reflection; includes oral reading practice, modeling of fluent reading, and sustained, supported practice;

Recreational Activities: offers an outlet for physical energy and structured use of free time.

After-school enrichment activities are facilitated by the CLO Youth Counselor, local artists, teachers, and other caring adult volunteers from the CLO and the community. In addition, honors high school students often participate in after-school enrichment activities providing leadership and role modeling to the participants. Summer enrichment or Summer at the CLO incorporates elements of Communication through Art and the Recreational Activities described above. In addition to the CLO Youth Counselor and various artist and performers, CLO college student interns work actively in Summer at the CLO with the youth participants.

Coordination of Comprehensive Preventive Services

Through the Cooperative Mentoring Partnership, the CLO Youth Counselor will use research-based assessments to identify 25 juveniles who have mental health and/or substance abuse issues in order to facilitate linkage with appropriate treatment and services. The Youth Counselor will target CLO juvenile clients, who are charged with status or unruly offenses or who have engaged in behavior that puts them at risk of delinquency, as well as youth identified by other community agencies, including those associated with the Knox County Juvenile Court. The assessments will lead to the creation of unified care plans. These care plans identify strengths and weaknesses, establish goals, and outline the steps necessary to achieve these goals. These plans are developed in conjunction with the young persons, their families, and other involved adults connected with the youth. The plans are reviewed and updated to reflect the youth's changing needs and progress. The Youth Counselor and Masters level interns from the University of Tennessee College of Social Work will serve as Care Coordinators in the development and implementation of the plans. Ongoing contact provided by these Care Coordinators will ensure that youth are connected with needed services. Care Plans developed for youth also detail whether youth are referred to CLO group-based enrichment and mentoring activities and/or CLO individual mentoring.

Individual Mentoring

The Cooperative Mentoring Partnership works closely with other community agencies to connect youth with individual mentors. The CLO, through its connections to the University of Tennessee's Colleges of Law and Social Work and to Knoxville's larger professional community continues to reach out to recruit adult mentors to commit to spending a minimum of four hours per month for at least one year with a young person, whom the CLO has identified as at-risk for engaging in delinquent behavior. When a volunteer expresses interest in individual mentoring, s/he is invited to an orientation training, which is conducted jointly by CLO staff and staff from Big Brothers/Big Sisters of East Tennessee (BBBS) at the CLO. Following this training, the volunteer completes a written application, which was created by the CLO in collaboration with BBBS, and BBBS staff then conducts a follow-up interview and background check. Upon completion of this process, BBBS staff consults with CLO staff to identify an appropriate young person to match with the mentor. Once a young person is matched

with a mentor, the mentor and mentee receive support from BBBS, through their match support specialist, and from the CLO. The CLO provides the mentor and mentee with tickets and information regarding community events and with some opportunities for mentor/mentee activities at the CLO. The CLO Youth Counselor continues to facilitate supportive services in the community for the young person or mentee as his/her needs require.

The CLO will achieve its objectives according to the following quarterly work plan--

1st Quarter (Oct-Dec):

- Conduct weekly after-school enrichment activities at the CLO.
- Recruit honors high school students and adult volunteers to mentor in after-school enrichment activities.
- Provide assessment, care-coordination, and mentoring of youth connected with one-on-one mentors
- Recruit additional one-on-one mentors.
- Work with BBBS to train additional mentors and match with mentees.
- Plan at least one event at the CLO in which mentors and mentees can participate.
- Identify youth at risk of delinquent behavior; complete assessments; and initiate care plans.
- Participate monthly in the National Mentoring Initiative led by the Knoxville Leadership Foundation.
- Evaluate program results and implement indicated improvements.
- Complete TCCY Quarterly Progress Report.

2nd Quarter (Jan-Mar):

- Continue all activities begun during 1st Quarter.

3rd Quarter (Apr-Jun):

- Continue activities begun during previous quarters.
- Plan Summer at the CLO, recruiting artists and performers.
- Conduct outreach to neighborhood regarding Summer at the CLO.
- Begin planning for next fiscal year's activities and funding.

4th Quarter (Jul-Sep):

- Continue activities begun during previous quarters.
- Conduct Summer at the CLO in July.

Each of the Cooperative Mentoring Partnership's strategies for preventing juvenile delinquency derives from model programs and evidence-based research. After-school enrichment activities and mentoring opportunities, both one-to-one and group-based, are recognized by the Model Program Guide (2007) of the Office of Juvenile Justice and Delinquency Prevention ("OJJDP") for reducing juvenile delinquency. The Model Program Guide

points out that both types of intervention "reduce risk factors" and "enhance protective factors," hallmarks of an effective mechanism for steering at-risk youth away from the justice system. Positive relationships with adults outside of the home, a key components of both the CLO's enrichment and mentoring programs, have been shown to be one of the most vital protective factors in deterring at-risk youth from negative and violent behavior.

(Christle, Jolivet & Nelson. 2001. Youth Aggression and Violence: Risk, Resilience, and Prevention). Likewise, the model by which the Cooperative Mentoring Partnership strives to provide preventive services, the National Wraparound Initiative, has been recognized as a highly effective means of helping at-risk youth, particularly those with mental health and/or substance abuse issues, avoid the juvenile justice system.

The Cooperative Mentoring Partnership also utilizes best practice standards within its programs. In partnering with BBBS, the CLO has adopted BBBS best practice standards, recognized for their excellence in OJJDP's 2007 Model Program Guide, in training, screening, matching and supporting mentor/mentee relationships. At the same time, partnering with the Knoxville Leadership Foundation and its National Mentoring Initiative, the CLO participates actively in a monthly working group of six other small mentoring organizations. Under the leadership of a systems-change expert, this group is developing best-practices tailored to the particular needs of small mentoring agencies and the particular circumstances of this city/county, with close examination of mentor recruitment and retention, a difficult area for groups involved and for one-to-one, community-based programs across the country, according to the OJJDP.

In the CLO's work of coordinating preventive care, the Youth Counselor uses research-based assessment tools, including the Chestnut Health System's Global Assessment of Need—Short Screener (GAIN-SS); Hoge et al's Youth Level Of Service Inventory (Y-LSI; 2002); the National Institute of Health and Human Development's (NICHD) Relationships with Peers; and the Communities that Care (CTC) Youth Survey. In working with young people to develop and implement care plans, the CLO employs Miller and Rollnick's "Motivational Interviewing" techniques, which have been shown to be highly effective with youth who suffer with substance abuse, mental health and co-occurring disorders.

In addition to its collaborative work with BBBS, the Knoxville Leadership Foundation and the Knox County Juvenile Court, the CLO works with various other community-based agencies in linking youth with services as it coordinates preventive care. These agencies include Associated Catholic Charities, Bradford Health Care, Camelot Schools, Cherokee Health Systems, Child and Family Tennessee, Covenant Behavioral Health, Florence Crittenton Agency, Helen Ross McNabb Center, Kidlink Education and Youth Services, Knoxville Area Career Centers, Knox Youth Transition Council, Tennessee Voices for Children, UT Psychology Clinic, UT Wave, and Youth Villages. CLO staff will coordinate contact with other grantees and the TCCY Regional Council and participate in Regional Council activities. CLO staff will make presentations to TCCY concerning progress and activities, as requested. Project personnel will also arrange for TCCY representatives to observe program activities and to speak with participants.

COOPERATIVE MENTORING PARTNERSHIP activities will be facilitated at the following locations:

Florence Crittenton Agency

1531 Dick Lonas Road, Knoxville, TN 37909

Contact: Dawn Clark; 865-602-2021

E-mail: Dawn.Clark@fcaknox.org

Public Defender's Community Law Office

1101 Liberty Street; Knoxville, TN 37919

Contact: Laura Chambers; 865-594-6120

Email: lchambers@pdknox.org

Knox County Juvenile Court

3323 Division Street; Knoxville, TN 37919

Contact: Heidi Garrett; 865-215-6444

E-mail: heidt.garrett@knoxcounty.org

Caswell Boys and Girls Club

407 Caswell Avenue, Knoxville, TN 37921

Contact: Christina Baker-Smith; 865-524-1214

E-mail: cbakersmith@bgctnv.org

Most individual mentoring activities will take place in the community.

C. Process Measures and Evaluation

The CLO uses defenderData, a database designed for use by public defenders to track demographic information as well as activities and services for clients and client outcomes, including mental health treatment, educational assistance, employment assistance, drug recovery planning, housing assistance, etc. The CLO can tailor the database to collect information specific to the project, and will depend upon defenderData to collect and analyze process objectives. Data is entered directly by social workers, attorneys and other staff on an ongoing basis.

The CLO will use BBBS' Program Outcome Evaluation Tool and will conduct structured interviews with clients and community agencies with whom they are involved to collect information regarding outcome objectives, i.e. measuring positive measurable changes. The CLO will rely upon its own database and court records to determine whether program participants become involved with the justice system. Ultimately, the CLO expects that at least 80% of children and youth who participate in the Cooperative Mentoring Partnership will demonstrate measurable positive changes, including avoiding delinquent adjudication.

Please find attached the output and outcome performance measures required for Year 3 of the FFG.

D. Project Personnel

With funding from TCCY, Phillip Carrigan, full-time CLO Youth Counselor, devotes 40% of his time to staffing the Cooperative Mentoring Partnership. He coordinates all program activities; provides direct services to youth, including assessment, care management, interaction with Knox County Juvenile Court, and coordination of group-based services; provides oversight of care management provided by other CLO staff/interns; and oversees development of interagency agreements. In addition to his responsibilities to the Cooperative Mentoring Partnership and its delinquency prevention initiatives, Mr. Carrigan provides assessment and care management to other CLO juvenile clients who have delinquent adjudications, linking them with appropriate treatment and services to facilitate better court outcomes and to reduce recidivism; participates in defense teams for juvenile clients; provides assessment and care management for a limited number of CLO adult clients. Mr. Carrigan is a master's level social worker with a degree from the University of Tennessee's College of Social Work, who has spent more than 15 years working with at-risk youth in Knox County.

In addition to Mr. Carrigan's work in the Cooperative Mentoring Partnership, various other CLO staff work to support this project, which is central to the CLO's mission. Assistant Public Defenders, David Gall and Christina Kleiser, are assigned full-time to Knox County Juvenile Court, representing CLO clients in the courtroom and referring youth to social services staff for assistance. Sarah Moss and Chris Smith, CLO master's level social workers, coordinate identification of adult legal clients who have children in need of program services and

))

maintain ongoing contacts with their families to facilitate parental participation in programming. Supervised by CLO social workers, master's level social work interns assist in assessing, planning and providing case management for program participants; and college interns assist in summer group programming. Roger Nooe, L.C.S.W., PhD., supervises all social work activities, and Mark Stephens, District Public Defender, oversees all CLO operations.

E. Past Accomplishments

Delinquency prevention and intervention are primary objectives of the CLO. We average over 1,200 cases at Knox County Juvenile Court annually. Since FY2004, with start-up funds from a previous TCCY grant, the CLO's Youth Counselor has provided Court-based services to an average of 109 youth annually, including one fiscal year in which 119 youth were served. During Year 1 of this FFG, a total of 49 youth involved with Knox County Juvenile Court but without delinquent adjudications were referred for assessment and care-coordination. Preventive services were coordinated for these youth based on their presenting issues as well as their willingness to participate, including referrals for one-on-one mentoring. During Year 1, a total of 69 youth participated in our group-based services, and 62 (89.8%) demonstrated positive changes as measured by NICHD's "Relationships with Peers." During the first two quarters of the current grant year, 37 youth have participated in these services. Of this number, 83.8 percent (N = 31) have demonstrated positive changes using the NICHD assessment. A satisfaction survey of clients participating in *Education Through Experience* resulted in 85.7% of the youth responding that they either "completely agree" or "agree" with statements related to believing that the program was useful; they can apply what they did in the program to areas of their lives; someone cared about what they thought; and they would recommend the program to people they know. All of the youth completing the survey indicated that they liked the program facilitators.

In the first 1 ½ years of the Cooperative Mentoring Partnership, the CLO has worked deliberately to develop a strong relationship with BBBS in order to effectively coordinate activities between the two agencies. During this time, the CLO has made more than 300 contacts through letters, announcements and presentations in

an attempt to recruit individual mentors. Of these contacts, the CLO has had more than 40 adults express interest in this endeavor; 18 adults follow-through with training; and 11 adults complete the application and screening process. All 11 of these adults will be matched with youth, who have also completed their application process, in the coming weeks. Several of them have been matched and have begun to develop relationships with their mentees already. According to BBBS, the CLO rate of mentor recruitment is slightly higher than their average. BBBS reports that approximately 45-50 % of potential mentors who follow-through with training actually complete the application and screening process, culminating in a match. The CLO recognizes, as OJJDP and most mentoring organizations do, that mentor recruitment and retention is the most difficult aspect of developing a successful mentoring program. With this in mind, the CLO is working closely with other agencies, as described previously, to address this issue. At the same time, the CLO has continued to use group-based mentoring as an alternative, with successful results and will continue to work toward the goal of 25 individual matches.

F. Future Funding Strategies

The CLO will continue to develop and support the Cooperative Mentoring Partnership at its first year funding level throughout year three of the project, and because delinquency prevention is at the core of the CLO's mission, the CLO will continue this work after TCCY funding is complete. The CLO has received funding from the East Tennessee Foundation to support its group-based enrichment and mentoring programs through June 2010. At that point, the CLO will resubmit a funding application to this donor, who has been a generous supporter of CLO work. This past spring, the CLO submitted an application to the Knoxville Bar Foundation requesting support for Summer at the CLO, and the response is pending. Recently, the CLO submitted an application to the Department of Justice Edward Byrne Competitive Grant Program to support the work of the CLO Youth Counselor and to expand the work of the Cooperative Mentoring Partnership by funding a Youth Program Assistant. The CLO will submit additional proposals to the Department of Justice Bureau of Justice Assistance in the coming year and to other local and state funders, including the Tennessee Bar Foundation.



Knox County

Timothy E. Irwin

JUDGE

Catherine F. Quist

Clerk

Darrell Smith

Director of

Court Services

Heidi Garrett

Director of

Court Services

Paul Lewis

Director of

Court Services

KNOX COUNTY JUVENILE COURT

3323 Division Street

Knoxville, TN 37919

(865) 215-6400 FAX (865) 215-6546

Stanley C. Briggs

Referee

Michael F. Simpson

Referee

Irene B. Joseph

Referee

Kay H. Kaserman

Referee

J. Dirk Weddington

Referee

Robin Gresham

Referee

May 6, 2009

Mark B. Stephens

Knox County Public Defender

1101 Liberty Street

Knoxville, TN 37919

Dear Mark,

I am writing to endorse your application for funding through the Tennessee Commission on Children and Youth and to express my ongoing support for the Community Law Office's delinquency prevention programs. I have been extremely pleased with your office's involvement with our court and am hopeful that you will receive the funding that you need in order to continue your Cooperative Mentoring Partnership. I experience numerous children every day who need the guidance and support that your program offers.

I thank you for your efforts to help to decrease delinquency in Knox County. Please let me know if there is anything that I can do to be of assistance.

Sincerely,

Timothy E. Irwin, Judge

DELINQUENCY PREVENTION PERFORMANCE MEASURES

Outputs	Instrument/ Data Source	Location of Data	Frequency of Collection	How Processed or Retrieved
Number of Full-Time Equivalent funded by Federal Formula Grants Funds = 0.50 FTE	Employee files	CLO	Not applicable (N/A)	N/A
Number of planning activities conducted: Estimate X 3/ month for 1st 3 months then X 1 per month.	Planning activity journal	CLO	Ongoing	Record review
Number of program slots available: 90	Client files	CLO	Ongoing	Record review
Number of youth served: Estimate 90	Client files; defenderData	CLO	Ongoing	Record review
SHORT-TERM OUTCOMES				
Number and percent of program youth exhibiting desired change in targeted behaviors (e.g. substance use, school attendance, antisocial behavior, family relationships, pregnancies): 90 youth X 80% = 72 youth	Client files; defenderData; court records	CLO; Juvenile Court	Ongoing (preliminary reports to be provided in Quarterly Reports to TCCY.)	Analysis of research-based assessments detailed in project narrative.
Number and percent of program youth completing program requirements: 90 youth X 80% = 72 youth	Client files; defenderData	CLO	Annually	Record reviews; analysis of research-based assessments.
Number and percent of youth satisfied with program: 90 youth X 80% = 72 youth	Client files; defenderData	CLO	At least semi-annually	Review of client satisfaction surveys
Number and percent of program staff with increased knowledge of program area: CLO Social Services Staff (N = 4); 100%	Employee files	CLO	Annually	Self evaluation

DELINQUENCY PREVENTION
PERFORMANCE MEASURES—Continued

Long-term Outcomes				
Number and percent of program youth exhibiting desired change in targeted behaviors (e.g. substance use, school attendance, antisocial behavior, family relationships, pregnancies) 90 youth X 80% = 72 youth	Client files; defender Data; court records	CLO; Juvenile Court	Ongoing (preliminary reports to be provided in Quarterly Reports to TCCY.)	Analysis of research-based assessments detailed in project narrative.

Satisfaction Survey

A number of statements about the program you participated in are listed below. Please read each statement carefully. Indicate your level of agreement. Please check only one blank per statement.

I found the program useful.

☐ Completely agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Completely disagree

I liked the teachers.

☐ Completely agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Completely disagree

I can apply what I did in the program to areas of my life.

☐ Completely agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Completely disagree

I felt like somebody cared about what I thought.

☐ Completely agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Completely disagree

I would recommend this program to people I know.

☐ Completely agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Completely disagree

The class I participated in was: (Please check one)

☐ Communication Through Art ☐ Education Through Experience ☐ Tutoring
☐ Reading Workshop ☐ Mentoring ☐ Recreation ☐ Parent Education

I heard about this class from: _____

Today's Date: _____ Month _____ Day _____ Year

Demographics: (Please check one and write in your age).

Gender: ☐ Male ☐ Female Age: _____

Who do you live with most of the time? (Please check one)

☐ My mother ☐ My father ☐ My mother and my father

☐ A grandparent ☐ Both my grandparents ☐ Other

For Office Use Only: Check here if SC: _____

**Community Law Office
Follow-up Satisfaction Survey**

Please take a few minutes to fill out this satisfaction survey. We are trying to get your feedback to make improvements in our services. Please circle ONE answer from the choices that appear below.

1. The Community Law Office staff is making it easier for me to find the social support services that I need.

Strongly Disagree Disagree Neutral Agree Strongly Agree

2. I think that using some of the services recommended will make a difference in my personal life.

Strongly Disagree Disagree Neutral Agree Strongly Agree

3. I think that using some of the services recommended will help me with my legal difficulties.

Strongly Disagree Disagree Neutral Agree Strongly Agree

4. I think that I will be able to follow-up with the services that have been recommended.

Strongly Disagree Disagree Neutral Agree Strongly Agree

5. Overall, I was satisfied with my experiences with the Community Law Office.

Strongly Disagree Disagree Neutral Agree Strongly Agree

6. I would recommend using the Community Law Office to my friends and family if they ever needed to.

Strongly Disagree Disagree Neutral Agree Strongly Agree

7. How did you find out about the Community Law Office's social services?

(PLEASE TURN PAGE OVER)

8. Do you have any suggestions for us about how to help someone find the social services that they need?

9. Do you have any suggestions for us about how to help someone follow through in using the social services that they need?

We're coming to the end of the questions now, and we really appreciate your help.
We just need to know:

Your age: _____

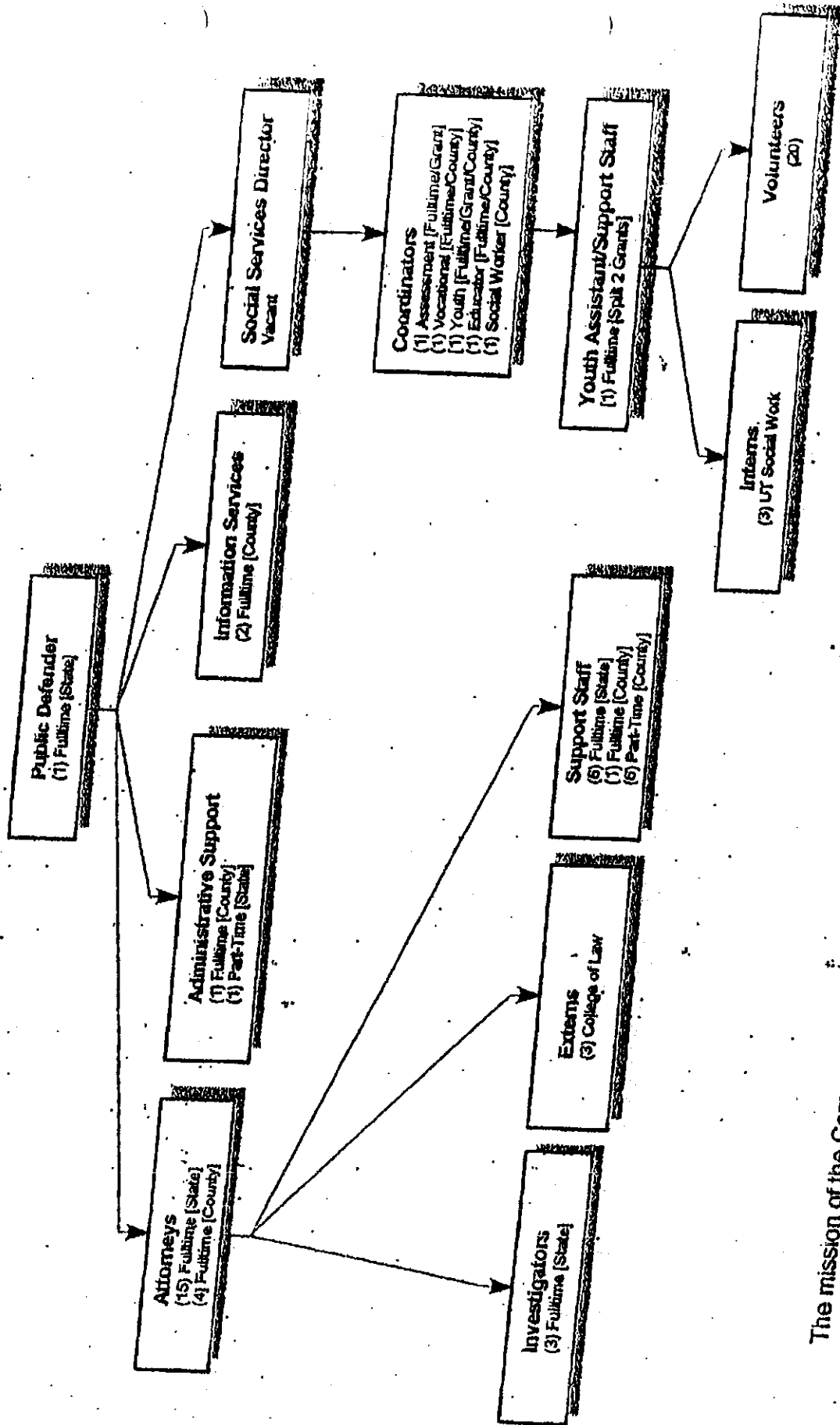
Your gender: ____Female ____Male

**Thanks very much for your help. Your opinions matter to us.
We want to continuously improve our services.**

For Office use Only:

Note Type(s) of Social Services Recommended:

Knox County Public Defender's Community Law Office



The mission of the Community Law Office is to provide quality legal representation and empower its indigent clients and their families to live fuller, more meaningful, independent lives without further contact with the criminal justice system.

TCCY Monitoring Results Summary

Agency: Knox County Public Defender's Community Law Office

Conducted By: Kathy Daniels

Contract #: GG-08-22765-00

Date: April 15, 2008

Finding/s

There were no findings for the Knox County Public Defender's Community Law Office Cooperative Mentoring Partnership cited during the on-site monitoring visit conducted on April 15, 2008.

Observation/s

Observation #1 The following observation reflects a need to serve the target population of at risk youth as indicated in the grant narrative.

To date youth participants have not been recruited from the target population identified in the grant as children of clients served by the Community Law Office (CLO) or from the Juvenile Court. Most youth participants have come through Big Brothers/Big Sisters or Boys & Girls Club.

Observation #2 The following observations were made RE Meeting the Objective #1 as stated in the grant within the grant period.

Objective #1 – Although 25 volunteer group mentors have been recruited, no adult volunteers have committed to one on one mentoring. The grant period is half over and 25 adult mentors have to be recruited, screened, trained and matched for one on one mentoring with 25 at risk youth by the end of the grant period. Immediate action is needed if this objective is to be achieved.

Observation #3 The following observation reflects concern for progress in meeting Objective # 2 as stated in the grant.

Objective # 2 – To identify 25 youth and complete assessment for one on one matching with one on one adult mentors. Although initial assessments have been completed and preventive services provided to some at-risk youth, no one on one matches can be completed until adult one on one mentors are recruited.

Corrective Action

A corrective action plan outlining strategies to correct findings no later than 30 days from the date of this report is required to be submitted to debrah.stafford@state.tn.us

KNOX COUNTY, TENNESSEE

Balance Sheet Governmental Funds June 30, 2006

ASSETS	General	Special Revenue Constitutional Officers	Capital Projects Public Improvement	Debt Service	Other Governmental Funds	Total Governmental Funds
Cash and Cash Equivalents	\$ 31,800,753	\$ 3,818,871	\$ 36,393,533	\$ 28,937,525	\$ 17,080,716	\$ 118,031,458
Receivables:						
Accounts	6,884,766	-	-	-	8,965,210	15,568,910
Property Taxes	105,453,000	-	118,934	-	273,488	124,473,445
Notes	-	-	-	-	3,204,030	14,256,030
Investments	12,132,359	-	-	18,746,957	-	12,132,359
Due from Other Funds	6,846,889	-	-	11,052,000	-	11,846,889
Due from Component Units	55,503	-	5,000,000	-	-	55,503
Due from Other Governments	-	-	-	-	-	-
Advances to Other Governments	-	-	-	-	-	-
Inventories	152,219	-	-	165,266	-	165,266
Prepaid Items	282,756	-	-	2,500,000	-	2,500,000
Investment in Joint Venture	5,106,361	-	-	-	7,670	159,889
Advances to Other Funds	162,248	-	-	-	-	282,756
Advances to Component Unit	-	-	-	-	-	5,106,361
TOTAL ASSETS	\$ 168,876,854	\$ 3,818,871	\$ 41,512,467	\$ 4,172,250	\$ 29,531,174	\$ 309,313,364
LIABILITIES AND FUND BALANCES						
Liabilities:						
Accounts Payable and Accrued Liabilities	\$ 5,910,505	\$ -	\$ 2,608,937	\$ 13,939	\$ 4,036,388	\$ 12,569,789
Due to Other Funds	-	34,754	2,103,842	5,000,000	4,661,987	11,800,583
Due to Component Units	-	-	35,763,902	172,348	-	35,936,250
Deferred Revenue	105,367,807	-	328	29,762,597	4,097,317	139,228,049
Advances from Other Funds	-	-	-	-	37,248	37,248
TOTAL LIABILITIES	\$ 111,278,312	\$ 34,754	\$ 40,477,029	\$ 34,948,884	\$ 12,832,940	\$ 199,571,919
Fund balances:						
Reserved	7,823,979	-	4,250,130	6,505,000	1,540,291	20,119,400
Unreserved:						
Designated	10,366,047	-	3,000,000	3,645	-	13,369,692
Undesignated	39,408,516	3,784,117	(6,214,692)	24,116,469	-	61,094,410
Unreserved, reported in nonmajor:						
Special Revenue	-	-	-	-	11,688,920	11,688,920
Capital Projects	-	-	-	-	3,469,023	3,469,023
TOTAL FUND BALANCES	\$ 57,598,542	\$ 3,784,117	\$ 1,035,438	\$ 30,625,114	\$ 16,698,234	\$ 109,741,445
TOTAL LIABILITIES AND FUND BALANCES	\$ 168,876,854	\$ 3,818,871	\$ 41,512,467	\$ 65,573,998	\$ 29,531,174	\$ 309,313,364

The Notes to the Financial Statements are an integral part of this statement.

W COUNTY, ESSEX

Statement of Revenues, Expenditures and Changes in Fund Balances Governmental Funds For the year ended June 30, 2006

Revenues	General	Special Revenues Commutational Offices	Capital Projects Public Improvements	Debt Service	Other Governmental Funds	Total Governmental Funds
Local Taxes	\$ 124,421,664	\$ -	\$ 186,615	\$ 19,813,756	\$ 12,253,244	\$ 146,675,279
Licenses and Permits	2,741,911	-	-	-	-	2,741,911
Fees, Fines and Penalties	3,564,774	-	-	-	-	3,564,774
Charges for Current Services	5,513,369	22,191,925	-	-	-	27,705,294
Other Local Revenues	1,411,491	-	-	-	-	1,411,491
State of Tennessee	7,726,719	-	2,345,373	-	-	10,072,092
Federal Government	685,539	-	-	-	-	685,539
Other Government and Citizen Groups	342,042	-	421,271	-	-	763,313
Payments from Component Units	10,335	-	128,416	257,578	-	396,329
Income in Equity Subject to Joint Venture	-	-	-	21,649,942	-	21,649,942
Interest Earned	-	165,892	-	-	-	165,892
Total Revenues	147,877,861	22,358,817	112,335	6,846,131	12,253,244	189,448,488
Expenditures						
Current						
Finance and Administration	21,721,442	14,749,885	-	-	-	36,471,327
Finance and Administration - Payments to Component Unit	2,570,000	-	-	-	-	2,570,000
Administration of Justice	13,188,364	-	-	-	-	13,188,364
Public Safety	54,487,034	-	-	-	-	54,487,034
Public Safety - Payments to Component Unit	236,300	-	-	-	-	236,300
Public Health and Welfare	28,802,160	-	-	-	-	28,802,160
Public Health and Welfare - Payments to Component Unit	644,996	-	-	-	-	644,996
Social and Cultural Services	3,148,972	-	-	-	-	3,148,972
Agricultural and Natural Resources	482,907	-	-	-	-	482,907
Other General Government	5,315,647	-	-	-	-	5,315,647
Highways	-	-	-	-	-	-
Debt Proceeds Paid to Component Unit	-	-	77,000,000	-	-	77,000,000
Debt Interest Costs	-	-	337,500	-	-	337,500
Payments to Component Unit	-	-	44,594,560	-	-	44,594,560
Capital Projects	-	-	37,346,642	-	-	37,346,642
Debt Service	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
Commutational Services	-	-	-	-	-	-
Transportation	-	-	-	-	-	-
Principal on Bonds	-	-	-	-	-	-
Interest on Bonds	-	-	-	-	-	-
Total expenditures	131,463,220	14,749,885	109,680,642	22,784,393	-	278,678,140
Excess (Deficiency) of Revenues Over (Under) Expenditures	16,414,641	7,608,932	2,651,693	4,061,738	-	20,737,004
Other financing sources (uses)						
Transfers from Other Funds	9,712,399	-	-	-	-	9,712,399
Transfers to Other Funds	(17,178,714)	(8,618,599)	9,237,801	887,638	-	(16,671,874)
Long-term Debt Issued	7,460,112	(8,618,599)	77,000,000	(7,000,000)	-	75,631,523
Total Other Financing Sources (Uses)	9,993,797	(8,618,599)	86,237,801	887,638	-	96,400,637
Net Change in Fund Balances	35,408,438	(909,667)	86,569,494	4,949,376	-	122,417,641
Fund Balances, July 1	1,864,466	(1,009,666)	(21,366,531)	(4,300,759)	(2,318,577)	(29,221,067)
Fund Balances, June 30	48,274,076	4,793,783	22,401,989	35,214,873	19,517,111	130,191,822
	\$ 57,996,542	\$ 3,784,117	\$ 1,035,413	\$ 30,625,114	\$ 16,698,534	\$ 109,741,445

The Notes to the Financial Statements are an integral part of this statement.



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(a) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

1101 Liberty Street, Knoxville, TN 37919

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address: Knox County Government, 400 Main Street, Knoxville, TN 37902

Z09-213552-00/Knox County Public Defender's CLO Cooperative Mentoring

2. Application Number and/or Project Name Partnership

3. Grantee IRS/Vendor Number

62-6007979

Michael R. Ragsdale, Knox County Mayor

4. Typed Name and Title of Authorized Representative

5. Signature



8. Date

5-6-2009

Check ☐ If there are workplaces on file that are not identified here.

Section 87, 830 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ If the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 86, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal Sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed in the Environmental Protection Agency's (EPA) List of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 97 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1986 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

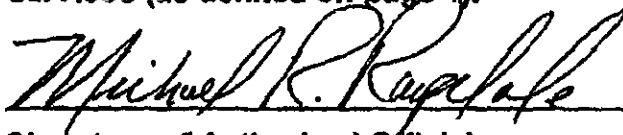
Signature

Date



**State of Tennessee
Tennessee Commission on Children and Youth
Federal Formula Grants
Certified Assurances**

1. Applicant agrees that no person, board members, project staff, and participants, on the basis of race, color, national origin, age, or handicap, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the program receiving Federal Formula Grant funding.
2. Applicant agrees to employ culturally sensitive and competent staff and to ensure that ongoing training is provided.
3. Applicant agrees to comply with all requirements of the Americans with Disabilities Act (ADA).
4. Applicant agrees to maintain the confidentiality of all records of youth involved with the project and to keep such records in a secured location with limited access.
5. Applicant agrees that project staff will interact with the TCCY Regional Coordinators, including participation with the Regional Council.
6. Applicant agrees to make a presentation to the Tennessee Commission on Children and Youth relative to the progress and activities of the project, if requested.
7. Applicant agrees that Federal Formula Grant funds will not be used to supplant local, state, or other funding which has been decreased or discontinued.
8. Applicant agrees that project will be part of a comprehensive and coordinated system of services (as defined on page 1).


Signature of Authorized Official

5-6-2009
Date